

Annex 1: Attendance sheet for school year 2022/2023

Child's name: _____

Class of Mrs. / Mr. _____ Cycle: _____

I wish to enrol my child for the following days and time slots throughout the school year 2022/2023 starting on _____.

Timetable	Monday			Tuesday			Wednesday			Thursday			Friday		
07.00 - 08.00															
11.30-12.00 Only C1.	SEA	AB	A	SEA	AB	A	SEA	AB	A	SEA	AB	A	SEA	AB	A
08.00 - 12.00	SEA closed (except during school holidays)														
12.00 - 13.45															
14.00-15.45	SEA closed (except during school holidays)						SEA closed (except during school holidays)						SEA closed (except during school holidays)		
15.45-16.00															
16.00-16.30															
16.30-17.00															
17.00-17.30															
17.30-18.00															
18.00-18.30															
18.30-19.00															

(Please tick (x) the boxes for attendance accordingly)

Comment: _____

Date and signature: _____

Annex 1a: Irregular attendance sheet (monthly/weekly) for 2022/2023

Child's name: _____

Class of Mrs. / Mr. _____ Cycle: _____

I wish to enrol my child for the following days and time slots for the month of : _____

Attendance sheet for the week _____ to _____															
Timetable	Monday			Tuesday			Wednesday			Thursday			Friday		
07.00 - 08.00															
11.30-12.00 only t C1.	SEA	AB	A	SEA	AB	A	SEA	AB	A	SEA	AB	A	SEA	AB	A
08.00 - 12.00	SEA closed (except during school holidays)														
12.00 - 13.45															
14.00-15.45	SEA closed (except during school holidays)						SEA closed (except during school holidays)						SEA closed (except during school holidays)		
15.45-16.00															
16.00-16.30															
16.30-17.00															
17.00-17.30															
17.30-18.00															
18.00-18.30															
18.30-19.00															

(Please tick (x) the boxes for the attendance slots accordingly)

Please submit this sheet at the latest by the Friday (9 a.m.) preceding the first week of the enrolment. The duly signed form can also be sent by email to relais.leudelange@croix-rouge.lu

For organisational reasons, we kindly ask you to enrol your child for the maximum number of weeks to come as far as possible (for example for 4 consecutive weeks if you receive a monthly work plan).

Date and signature: _____

Annex 2: Modification sheet

Child's name: _____

Class of Mrs. / Mr. _____ Cycle: _____

I would like to **change** the attendance pattern for my child.

Here is the new schedule from/...../ 20..... to/...../ 20.....

Timetable	Monday			Tuesday			Wednesday			Thursday			Friday		
07.00 - 08.00															
11.30-12.00 only t C1.	SEA	AB	A	SEA	AB	A	SEA	AB	A	SEA	AB	A	SEA	AB	A
08.00 - 12.00	SEA closed (except during school holidays)														
12.00 - 13.45															
14.00-15.45	SEA closed (except during school holidays)						SEA closed (except during school holidays)						SEA closed (except during school holidays)		
15.45-16.00															
16.00-16.30															
16.30-17.00															
17.00-17.30															
17.30-18.00															
18.00-18.30															
18.30-19.00															

(Please tick (x) the boxes for your attendance slots **during the entire week.**)

Please submit this sheet at the latest by the Friday (09:00 am.) preceding the week concerned by the modification during the school period; otherwise, it cannot be taken into account for the invoicing. The duly signed form can also be sent by email to relais.leudelange@croix-rouge.lu. The modification request will be considered within the limit of available spots.

Date and signature: _____

Annex 3: Parental authorisation for third parties (other than legal representatives)

If you wish to authorise a third party (grandparents, siblings, neighbours, etc.) to pick up your child, you will need to:

- Submit this form ("Parental authorisation for third parties").
- Submit a copy of that person's ID card.
- Inform in advance

Please note that we will not let your child leave with a person other than the legal representatives, if we do not have a parental authorisation for third parties!

To be completed and submitted to the person in charge of the SEA.

I, the undersigned _____,
(Surname and first name of the father, the mother or a legal representative)

Surname & first name	Cycle

declare the following persons competent to pick up my child from the SEA and authorise them to do so:

Surname & first name	Phone Number	Relation with the child
1.		
2.		
3.		
4.		

This authorisation is only valid with a copy of the identity cards of the persons concerned.

(date)

(signature)

Annex 4: Parental consent “Trips to and from the SEA – Home”

Children are authorised to go home on their own only with the explicit written consent of their legal representatives. The latter declare their child fit to come and go on its own and assume full responsibility for these trips.

This authorisation, indicating the exact timeframe for the trips to and from the SEA, must be submitted to the SEA by the legal representatives, in case they wish their children to have the right to leave the SEA on their own.

Must be completed and given to the person in charge of the SEA.

I, the undersigned _____

(Surname and first name of the father, the mother or a legal representative)

declare my child:

Surname & first name	Cycle

to be competent to make the following trips on its own and authorise it to do so:

- Home → SEA
- SEA → Home

and I declare to assume all responsibility for these trips

- during the whole school year 2022-2023.
- during the following period: _____ until _____.
- Only by informing the SEA (SMS / Mail)

(date)

(signature)

Annex 4a: Parental consent “Trips to and from the SEA – Club”

Children are authorised to go to a club/activity on their own only with the explicit written consent of their legal representatives. The latter declare that their child is fit to travel alone and assume full responsibility for these trips.

This authorisation, indicating the exact timeframe for the trips to and from the SEA, must be submitted to the SEA by the legal representatives in case they wish their children to have the right to leave the SEA on their own for musical or sports activities.

Must be completed and given to the person in charge of the SEA.

I, the undersigned _____

(Surname and first name of the father, the mother or a legal representative)

declare my child:

Surname & first name	Cycle

To be competent to make following trips:

	Accompanied (obligatory for C1)	Alone
To the club :	<input type="checkbox"/>	<input type="checkbox"/>
Following day :		
Start / Return : from _____ to _____ o'clock		
Bâtiment :		

and I declare to assume all responsibilities for these trips

- During the whole school year 2022-2023.
- During the period from _____ until _____.
- Only by informing the SEA (SMS/Mail)

(date)

(signature)

Annex 5: Parental delegation of an act of assistance

Must be completed and submitted to the person in charge of the SEA

I, the undersigned _____, hereby delegate an act of assistance to the educational staff of the SEA Leudelange. I delegate the administration of the medicine _____ to my child _____

Duration of the treatment: from the ___/___/20___ to the ___/___/ 20___.

Frequency: _____ per day.

Amount to be taken at one time: _____

(pills / teaspoons/ tablespoons/ sachets /globules/ml)

- | | | |
|---------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> morning | <input type="checkbox"/> midday | <input type="checkbox"/> afternoon |
| <input type="checkbox"/> before meals | <input type="checkbox"/> during meals | <input type="checkbox"/> after meals |

The medicine should be kept:

- in the fridge.
- at room temperature.

For the duration of the treatment, the medicine has to:

- be taken back home every day.
- remain at the SEA

Please put the child's name on the medicine.

Parents are required to provide **a medical prescription** specifying the exact dosage and the duration of the treatment and to put the child's name on the medicine.

This rule concerns all medicines, including homeopathic ones and those available over the counter.

This form is essential to ensure that the prescribed medication can be administered to your child.

(date)

(signature)

Annex 6: Direct debit order

A direct debit order is recommended in order to facilitate the work of our accounting/finance department.

713

Ordre de domiciliation SEPA Core Direct Debit

<p>Le (la) soussigné(e) (au nom de qui les créances sont établies)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Nom complet</td></tr> <tr><td>Nom de l'enfant/ des enfants</td></tr> <tr><td>Rue, N°</td></tr> <tr><td>C.P., Localité</td></tr> <tr><td>Pays</td></tr> </table>	Nom complet	Nom de l'enfant/ des enfants	Rue, N°	C.P., Localité	Pays											
Nom complet																	
Nom de l'enfant/ des enfants																	
Rue, N°																	
C.P., Localité																	
Pays																	
<p>prête la firme (qui établit les créances)</p> <p>portant le no ID créancier</p> <p>d'encasher à partir de ce jour et jusqu'à révocation expresse toutes créances portant référence au n° matricule</p> <p><i>caser réservés au créancier</i></p> <p>auprès de la banque</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Nom</td><td>CROIX-ROUGE LUXEMBOURGEOISE</td></tr> <tr><td>Rue, N°</td><td>44, BOULEVARD JOSEPH II</td></tr> <tr><td>C.P., Localité</td><td>L-1840 LUXEMBOURG</td></tr> <tr><td colspan="2" style="text-align: center;">LU72ZZZ00000000000042200</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Nom</td><td>BGL BNP Paribas</td></tr> <tr><td>Rue, N°</td><td>50, avenue J.F. Kennedy</td></tr> <tr><td>C.P., Localité</td><td>L-2951 Luxembourg</td></tr> </table>	Nom	CROIX-ROUGE LUXEMBOURGEOISE	Rue, N°	44, BOULEVARD JOSEPH II	C.P., Localité	L-1840 LUXEMBOURG	LU72ZZZ00000000000042200				Nom	BGL BNP Paribas	Rue, N°	50, avenue J.F. Kennedy	C.P., Localité	L-2951 Luxembourg
Nom	CROIX-ROUGE LUXEMBOURGEOISE																
Rue, N°	44, BOULEVARD JOSEPH II																
C.P., Localité	L-1840 LUXEMBOURG																
LU72ZZZ00000000000042200																	
Nom	BGL BNP Paribas																
Rue, N°	50, avenue J.F. Kennedy																
C.P., Localité	L-2951 Luxembourg																
<p>par le débit du compte bancaire</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>IBAN: L U </td></tr> <tr><td>BIC: L U L </td></tr> </table>	IBAN: L U	BIC: L U L														
IBAN: L U																	
BIC: L U L																	
<p>(*) titulaire du compte</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Nom complet</td></tr> <tr><td>Rue, N°</td></tr> <tr><td>C.P., Localité</td></tr> <tr><td>Pays</td></tr> </table>	Nom complet	Rue, N°	C.P., Localité	Pays												
Nom complet																	
Rue, N°																	
C.P., Localité																	
Pays																	
<table border="1" style="width: 100%; border-collapse: collapse; height: 150px;"> <tr> <td style="width: 60%;">Lieu _____</td> <td style="width: 40%;">Date _____</td> </tr> <tr> <td colspan="2">Signature(s) pour accord</td> </tr> <tr> <td style="height: 50px; vertical-align: bottom;">Le donneur d'ordre</td> <td style="vertical-align: bottom;">Le titulaire du compte (*)</td> </tr> </table>		Lieu _____	Date _____	Signature(s) pour accord		Le donneur d'ordre	Le titulaire du compte (*)										
Lieu _____	Date _____																
Signature(s) pour accord																	
Le donneur d'ordre	Le titulaire du compte (*)																
<p>(*) Exigé seulement si les factures ne sont pas émises au nom du titulaire du compte</p> <p><small>Vous bénéficiez d'un droit à remboursement par votre banque selon les conditions décrites dans la convention que vous avez passée avec elle. Toute demande de remboursement doit être présentée dans les 8 semaines suivant la date de débit de votre compte. Le prélevement du montant dû ce fait le dernier jour ouvrable du mois.</small></p>																	

- ➔ The direct debit order is to be completed and signed only once; it remains valid until revoked. If you have already signed a direct debit order, you do not need to renew it, unless your bank details have changed.

Annex 7: Termination of enrolment form

I, the undersigned,

Mrs.:	Mr.:
-------	------

Parents of:

Child's name:

terminate the enrolment as of:

Date of the last day of the child's attendance:/...../.....

thus respecting the **one-month notice period**.

(date)

(signature)

For your information: If the enrolment is terminated, you are responsible for revoking the direct debit order, whilst taking into account the one-month notice period, which you will still have to pay for.

Annex 8: GENERAL NOTICE ON THE PROTECTION OF PERSONAL DATA – CRECHES AND SERVICE D'EDUCATION ET D'ACCUEIL OF THE LUXEMBOURG RED CROSS

When enrolling your child at the *SEA Leudelange* of the Luxembourg Red Cross, you are required to provide us with your personal data and that of your child. Protecting this data is very important to us. This document is intended to inform you about the use we make of your data and the rights that you have.

WHO IS RESPONSIBLE FOR THE PROCESSING OF DATA?

The *Service Maison Relais et Crèches* of the Luxembourg Red Cross, located at 44, boulevard Joseph II, L-2014 Luxembourg is responsible for the processing of personal data.

WHY DO WE PROCESS YOUR DATA?

We process your personal data and that of your child for several reasons:

- managing the enrolment of your child at our SEA
- managing the presence and absence of your child
- managing the food service
- managing invoicing
- managing complaints and reporting accidents
- managing our facilities

Your data will be processed:

- as part of the performance of your contract with us,
- to comply with the legal obligations to which we are subject,
- as part of the execution of our public interest mission,
- on the basis of your consent for the taking and/or publishing of pictures (photographs or videos) of your child,
- on the basis of your express consent if you have provided us with information on your child's health (allergies, food intolerances and other pathologies) and in the absence of your express consent, the processing of this health data will be carried out based on the vital interests of your child.

WHAT KIND OF DATA DO WE COLLECT?

In accordance with the law, the *Service Maison Relais et Crèches* of the Luxembourg Red Cross only collects the data necessary for the execution of its missions. This data is generally the data that you have communicated to us by means of the enrolment form (the surname and first name of your child, your address, your telephone number, etc.). Other data may be generated or collected in the course of your relationship with the Luxembourg Red Cross (for example: excursions, field trips, etc.).

This data is kept for the time necessary and at most for the period provided for by law.

TO WHOM DO WE COMMUNICATE YOUR DATA?

The *Service Maison Relais et Crèches* of the Luxembourg Red Cross treats the communicated data confidentially and only shares it with third parties when necessary and in accordance with the law. These third parties may include other Luxembourg Red Cross entities, the Municipality of Leudelange, the competent administrations and authorities, such as the Ministry of Education, Children and Youth,

the Ministry of Health, the National Youth Service, the school as well as service providers, particularly in the context of IT outsourcing. We make sure that your data stays within the European Union.

WHAT ARE YOUR RIGHTS?

In accordance with the law, you have the following rights:

- **The right to information.** We hope that this document has answered your questions. For any further information, you can contact the person in charge of the *SEA Leudelange*.
- **The right to access your data.** You can access your data and your child's data by contacting the person in charge of the *SEA Leudelange*.
- **The right to rectify your data and that of your child** if it is incorrect or out of date. You can contact the person in charge of the *SEA Leudelange*.
- **The right to lodge a complaint** with the National Data Protection Commission (CNPD) if you consider that the processing of your data does not comply with the law.

In certain cases and under the conditions laid down by law, you also have the following rights:

- **The right to request the deletion** of your data and that of your child.
- **The right to request the limitation** of the processing of your data and that of your child.
- **The right to object to the processing** of your data and that of your child for any other legitimate reason (unless there is the a legitimate and compelling reason for the Luxembourg Red Cross to continue processing).
- **The right to portability of** the data you have provided to the Luxembourg Red Cross (i.e. the right to receive your personal data on a machine-readable medium), insofar as this is technically possible.
- **The right to withdraw your consent** to the processing of your child's health data at any time.

If you have questions or wish to exercise your rights, you can contact the person in charge of the *SEA Leudelange* by email: relais.leudelange@croix-rouge.lu or by post:

SEA Leudelange 2, rue du Lavoir L-3358 Leudelange

You can also contact the Luxembourg Red Cross Data Protection Officer by email: rgpd@croix-rouge.lu or by post:

CROIX-ROUGE LUXEMBOURGEOISE

Data protection

44, boulevard Joseph II

BP 404 L-2014 Luxembourg

In order to comply with the regulations in effect, we will update this document whenever necessary.

Annex 9: Information on the processing of personal data in form of images (photographs or videos) taken by the SEA Leudelange

(Given to the legal representative (s) of the minor child concerned)

The protection of your child's image rights and the protection of personal data in accordance with the General Data Protection Regulation (GDPR) is very important to the *Service Maison Relais et Crèches* of the Luxembourg Red Cross.

Your child may be photographed, filmed or recorded by the *Service Maison Relais et Crèches* of the Luxembourg Red Cross during SEA activities. To allow the *Service Maison Relais et Crèches* of the Luxembourg Red Cross to take and use pictures (photos or videos) of your child for the purpose of communicating about the activities, we would like to obtain your consent and would like to inform you in advance of the rights you have.

The photos and video recordings may be used in printed or digital form on various media through which the Luxembourg Red Cross publishes information related to its activities.

General information:

Responsible for data processing: *Service Maison Relais et Crèches* of the Luxembourg Red Cross, located at 44, boulevard Joseph II, L-2014 Luxembourg.

Contact person: Luxembourg Red Cross Data Protection Officer : rgpd@croix-rouge.lu

Purposes of processing:

- internal communication by the Luxembourg Red Cross (educational work, educational reflection, internal newsletters and newspapers, activity report, intranet)
- external communication by the Luxembourg Red Cross and the press (magazines, website, the newspaper "*Die Kunterbunte*", the "childhood-youth" logbook).

Legal basis for processing: your consent (art. 6.1a GDPR)

Recipients: the photographs and video presentations will be stored in the information system of the Luxembourg Red Cross, access to which is restricted to staff duly authorised by the latter. Your data may also be communicated to third parties such as subcontractors (in particular IT service providers) and external service providers of the of the Luxembourg Red Cross (such as graphic designers, press agencies, printers, written media) to the strict extent necessary .

Retention period: the photographs and video recordings will be kept for the period necessary for the above purposes.

Your rights:

You can withdraw your consent at any time and request that the *Service Maison Relais et Crèches* of the Luxembourg Red Cross stop using images (photographs or videos) concerning your child on new media (but not media that have already been used for publication), by contacting the person in charge of the SEA Leudelage. If you wish, you can also contact the data protection officer by email: rgpd@croix-rouge.lu.

For more information on how the *Service Maison Relais et Crèches* of the Luxembourg Red Cross processes your personal data or to get to know your rights, please consult our information notice intended for beneficiaries of the *Service d'éducation et d'accueil* of the Luxembourg Red Cross at the following address: <http://www.croix-rouge.lu/protection-des-donnees/>.

Annex 10: Authorisation for taking and/publishing images (photographs or videos)

(minor child under the age of 13)

This authorisation is subject to your signature for the taking and dissemination of the image (photograph and/or video) of your minor child whose identity is stated below, as part of the activities of the *Service d'éducation et d'accueil* of the Luxembourg Red Cross in which he/she participates and for the uses specified below.

Child's Surname: _____

First Name: _____

Service d'éducation et d'accueil: Leudelange

In order to ensure the safety of your child and to fulfil our obligations in terms of quality control, we may be required to take photos/videos of your child (e.g. "badge", portfolio, educational poster, etc.). For us, it is therefore a question of being able to comply with the Grand-Ducal Regulation of 29th July 2017 establishing the national reference framework for non-formal education of children and youth.

LEGAL REPRESENTATIVE'S AUTHORISATION

I, the undersigned (*surname, first name*) _____ ,
residing at (*address*) _____ :

hereby authorise the *Service Maison Relais et Crèches* of the **Luxembourg Red Cross**, located at 44, boulevard Joseph II, L-2014 Luxembourg (*tick the boxes*):

1. Authorisation and use of image capture

- to photograph or film my child, whose identity is stated above, during internal activities of the SEA in which it is taking part.

If you have not ticked number 1, you can ignore number 2.

2. Authorisation and use of images beyond daily SEA activities

To use, publish, and reproduce those photos, videos or their adaptations, with or without my child's name to illustrate the activities of the *Service d'éducation et d'accueil* of the Luxembourg Red Cross for (*tick your preference*):

- the use of the photos and videos in the context of staff training
 the magazine "Die Kunterbunte", edited by and for children enrolled in the SEA
 the dissemination of photos and/or videos on the following websites:
Intranet site(s) of the Luxembourg Red Cross; website of the Luxembourg Red Cross; publications edited by the Luxembourg Red Cross such as activity reports, newsletters, journals, flyers, magazines, educational documents, etc. ; publications edited and published by third parties (journals, magazines and other printed or electronic media).

This authorisation, granted free of charge, is valid worldwide. The *Service Maison Relais et Crèches* of the Luxembourg Red Cross will exercise all exploitation rights of this audio-visual work/recording which will remain the latter's exclusive property.

I certify that I have received an information notice about the processing of personal data in the form of photographs or videos taken by the *Service Maison Relais et Crèches* of the Luxembourg Red Cross (*page 1/2*), that I have read and understood the above information informing me of my rights regarding the taking and publication of the image of my child whose identity is stated above as well as the processing of its personal data.

I acknowledge having that I have full civil rights in respect of the minor named above.

Luxembourg, _____

(Signature of the child's legal representative)